



New York State Office of Parks, Recreation and Historic Preservation

New York City Region • 163 West 125th Street, 17th Floor, New York, NY 10027

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VACANCY NOTICE

EMPLOYMENT OPPORTUNITIES IN THE NEW YORK STATE OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION

TITLE: Affirmative Action Administrator 1/
Training Officer **SALARY GRADE:** SG-18

NEGOTIATING UNIT: M/C **HIRING RATE:** \$47,952 + \$3,026 Location Pay

JURISDICTIONAL CLASS: Non-Competitive

WORK LOCATION: New York City Regional Headquarters, Harlem State Office Building
163 West 125th Street
New York, NY 10027

TYPE OF APPOINTMENT: Permanent

OVERVIEW OF DUTIES AND RESPONSIBILITIES:

- Under the direction of the Regional Director or her designee, and in coordination with the Albany Affirmative Action Office, investigates and resolves or reports on discrimination complaints and informs complainants of their rights and options available to pursue complaints. Works with Personnel Office in the agency's recruitment, examination, training and career opportunity program. Gathers and compiles data and information and prepares reports required for State and Federal reports. The Affirmative Action Officer 1 may also work closely with the Albany Affirmative Action Office to coordinate staff training, investigations in park regions other than New York City and other matters as assigned. In this regard, travel may require an occasional overnight.
- Under the direction of the Regional Director or her designee, is responsible for coordinating and leading all required and recommended staff training. Must be trained, or be willing to be trained, as a trainer in Sexual Harassment Prevention, Domestic Violence and Workplace Violence Prevention, and other programs developed by the State and/or State Parks. Gather, compile and track required training data using LMS, SLMS or other training software.

MINIMUM QUALIFICATIONS:

Four years of experience in the field of equal employment opportunity, human rights, or affirmative action. Qualifying experience includes experience with community service organizations concerned with affirmative action, equal employment opportunity, civil rights, diversity management, minority business development, or similar programs; experience in recruiting, training, and upgrading the educational and job qualifications of protected class members; and personnel administration or labor relations experience directly relating to affirmative action.

Graduate and undergraduate credits may be substituted for experience on the basis of 30 credit hours for each six months of experience, not to exceed two years of experience.

OPERATIONAL NEEDS:

Possession of a valid NYS Driver's License is preferred. Occasional travel within NYC and to LI and Albany. Spanish language proficiency is preferred.

If you are interested in being considered for this vacancy, and are qualified, please complete an employment application, available at <http://nysparks.com/employment/park-employment> and send it with a resume and contact information via e-mail to NYCVacancies@parks.ny.gov or to Business Office, NYS Parks and Recreation, 163 West 125th Street, 17th Floor, New York, NY 10027. All qualified individuals are invited to apply.

POSTING DATE: January 11, 2012

APPLICATIONS ACCEPTED UNTIL: February 1, 2012